

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 11th day of July, 2024.

Upon the motion of Commissioner Brooks and the second by Commissioner Holton the Board resolves as follows:

To adopt changes to the **job title of five (5) positions in Juvenile Probation.**

One (1), Director, Juvenile Probation, salary grade 16, min. \$83,200, mid. \$99,008 and max. \$114,816, position control number 44 300 592, FLSA Exempt.

To

One (1), Juvenile Probation Supervisor III, salary grade 16, min. \$83,200, mid. \$99,008 and max. \$114,816, position control number 44 300 592, FLSA Exempt.

There is no salary impact with this change

There is a benefit impact of \$2,663.75

And

One (1), Assistant Director, Juvenile Probation, salary grade 15, min. \$70,720, mid. \$84,156.80 and max. \$97,593.60, position control number 44 805 266, FLSA Exempt.

To

One (1) Juvenile Probation Supervisor II, salary grade 15, min. \$70,720, mid. \$84,156.80 and max. \$97,593.60, position control number 44 805 266, FLSA Exempt.

There is no salary impact with this change

There is a benefit impact of \$2,002.98

And

One (1), Division Supervisor, salary grade 15, min. \$70,720, mid. \$84,156.80 and max. \$97,593.60, position control number 44 300 080, FLSA Exempt.

To

One (1) Juvenile Probation Supervisor I, salary grade 15, min. \$70,720, mid. \$84,156.80 and max. \$97,593.60, position control number 44 300 080, FLSA Exempt.

There is no salary impact with this change

There is a benefit impact of \$1,781.82

And

One (1), Division Supervisor, salary grade 15, min. \$70,720, mid. \$84,156.80 and max. \$97,593.60, position control number 44 804 079, FLSA Exempt.

To

One (1) Juvenile Probation Supervisor I, salary grade 15, min. \$70,720, mid. \$84,156.80 and max. \$97,593.60, position control number 44 804 079, FLSA Exempt.

There is no salary impact with this change

There is a benefit impact of \$1,928.49



Canyon County Juvenile Probation

222 North 12th Avenue
Caldwell, ID 83605

Office Hours: Monday - Friday
8 am - 12 pm / 1 pm - 5 pm

Phone: 208-454-7330
Fax: 208-454-7352

DATE: July 2, 2024
TO: Board of County Commissioners
FROM: Elda Catalano
RE: Juvenile Probation Job Title Changes

I am requesting approval to change job titles for the following PCNs in the Juvenile Probation Department.

PCN	Current Title	New Title	Salary Impact	Benefit Impact
592	Director, Juvenile Probation	Juvenile Probation Supervisor III	No Impact	\$2,663.75
266	Assistant Director, Juvenile Probation	Juvenile Probation Supervisor II	No Impact	\$2,002.98
080	Division Supervisor	Juvenile Probation Supervisor I	No Impact	\$1,781.82
079	Division Supervisor	Juvenile Probation Supervisor I	No Impact	\$1,928.49
068	Division Supervisor	Juvenile Probation Supervisor I	No Impact	\$1,828.77
Total Benefit Impact				\$10,205.81

Starting July 1, 2024, Juvenile Probation Supervisors are eligible for Rule of 80 PERSI retirement benefits. To align the Juvenile Probation Supervisors, each with distinct titles, with the Rule of 80 criteria, their titles have been changed. As per legal provisions, these supervisors will now be categorized as Public Safety Members, Rule of 80.

Although there is no salary impact to the budget, there will be a small financial impact when these PCNs move to Rule of 80. The employer contribution rate will increase by 2.69%. Employee contribution rates will also increase according to PERSI plan documents.

Please let me know if you have any questions.



Juvenile Probation Supervisor I

Department: Juvenile Probation
FLSA Designation: Exempt

Salary Grade: 15
Effective Date: 07.02.2024

General Statement of Duties

Manages a division of the Juvenile Probation/Parole Department for Canyon County; supervises Juvenile Probation/Parole Officers in monitoring juvenile offenders to assure adherence to court orders; assists in the day-to-day management of the department; performs related work as required.

Classification Summary

The principal function of an employee in this class is to manage a division of the Juvenile Probation/Parole Department, including a group of juvenile probation/parole officers who are responsible for monitoring juvenile offenders in compliance with court-ordered terms of probation/parole. Work includes assigning and monitoring cases and assisting in the day-to-day management of the department. The Supervisor I may also be assigned to fill in for the Supervisor II as needed. The work is performed under the supervision of the Supervisor III, but considerable leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment with fieldwork that includes exposure to physical and possible health hazards.

Essential Duties and Responsibilities

- Supervises a group of probation/parole officers in the monitoring of juvenile offenders in compliance with court-mandated terms of probation or parole;
- Assigns cases to officers and monitors caseloads;
- Trains, supervises, and evaluates staff in their performance;
- Serves as a coach and teacher to develop probation/parole officers;
- Conducts ride-a-longs regularly with probation/parole officers to observe their performance and case management;
- Reviews incoming cases from other states and counties to ensure proper documentation;
- Coordinates with the leadership team to create, implement, and monitor departmental policies and procedures, department goals, priorities, budget, and personnel;
- Responds to inquiries, complaints, and requests for information from the public, agencies, schools, and other departments or organizations;
- Coordinates with the Idaho Department of Juvenile Corrections to collaborate for treatment programming, re-entry programs, and services for juveniles returning to the community;
- Coordinates with attorneys, court officials, school officials, and others to monitor juveniles and address the specific needs of each case;
- Coordinates and facilitates multi-agency screening teams to develop case plans and make recommendations to the court for court-ordered mental health assessments or commitments to the Idaho Department of Juvenile Corrections;
- Coordinates with treatment providers and group facilitators to ensure treatment programs and services are available to juvenile offenders and their families;
- Monitors division activities for compliance with state and county procedures, policies statutes, codes, and standards;
- Monitors probation officer's time management, ensures proper use of their calendar and time, and reviews and approves timesheets for accuracy;

- Attends court hearings and makes recommendations regarding juvenile's placement and probation conditions;
- Monitors probation/parole officer's record keeping and reporting, database management, and case management;
- Assists with the management of payments received and deposits;
- Conducts monthly one-on-one meetings with probation/parole officers to review cases, and provide support and counsel to officers;
- Conducts quarterly audits of probation/parole officer caseloads to ensure compliance with department policies and procedures, state, and federal requirements;
- Keeps the supervisor III informed of staff's performance;
- Performs all work duties and activities following county policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs the duties of juvenile probation/parole officers, as needed;
- Requires flexible schedule and non-traditional work hours;
- Requires to be on-call as needed;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Employee supervision, training, and evaluation methods and techniques;
- Human and criminal behavior;
- Adolescent development;
- Interviewing, counseling, and investigative techniques applicable to case monitoring;
- Idaho and county statutes, laws, codes, and regulations governing juvenile arrest, detention, and probation/parole;
- Court practices and procedures;
- Interpersonal communication skills and techniques;
- Departmental programs, policies, procedures, and operations as applied to the work performed;
- Various evaluation and treatment programs, social and service agencies, and other community resources available to offenders;
- Operation of standard office equipment, including a personal computer;
- Operation of specialized record-keeping, reporting, and data-processing software.

Ability to:

- Plan, organize, delegate, and monitor staff caseloads;
- Lead and manage a major division of probation/parole and supervise a large staff;
- Supervise, train, evaluate, and discipline employees;
- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Readily adapt to changing work situations and assignments;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with employees, supervisors, assigned offenders, service providers, other county employees, defense and prosecuting attorneys, the public, and other county and state agencies;
- Respond to citizen requests courteously and effectively;

- Implement and monitor compliance with policies and procedures and applicable state and county laws, statutes, ordinances, standards, and guidelines;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Make sound and reasonable decisions following laws, codes, regulations, and established procedures;
- Operate standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Operate specialized equipment such as electronic monitoring and personal defense devices;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain offender and department confidentiality;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Bachelor's degree in criminal justice, behavioral or social sciences, or related field required; and
- Five (5) or more years experience in probation monitoring, social service, or court-related behavioral services is required; and
- Previous work experience that demonstrates effective leadership, management and supervisory skills;
- Equivalent combination of experience and training may be considered;

Special Qualifications

- Must successfully complete a background investigation through the National Crime Information Center (NCIC);
- Idaho POST certification;
- Idaho driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, agility, and physical strength and reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment and perform field investigation and monitoring activities.

Disclaimer:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.

Juvenile Probation Disqualifiers

Listed below are a number of behaviors which may disqualify an applicant from consideration for employment.

Involvement with Illegal Drugs

Automatic disqualification for use of marijuana/THC, regardless of its form, within the last one (1) year. This includes the use of cannabis, hashish, hash oil, and THC in both synthetic and natural forms.

Automatic disqualification for use of any other illegal drug in the past three (3) years.

Unlawful prescription drug use in the past three (3) years.

Any illegal intravenous drug use.

Manufacturing, selling, offering to sell, distribution or transporting for sale any illegal drugs within the past three (3) years.

All drug use and involvement will be considered on a case-by-case basis.

Driving Record

Automatic disqualification for misdemeanor DUI conviction in the past two (2) years or two (2) or more in the past five (5) years.

Driving history showing a continuing pattern of poor decision making will be considered on a case-by-case basis.

Criminal Record

Automatic disqualification for a conviction of any felony crime unless under eighteen (18) and ten (10) or more years prior to application submittal.

Automatic disqualification for conviction of misdemeanor sex crime or crime of deceit within five (5) years of application submittal.

Any misdemeanor conviction for crimes involving domestic battery or violence, child abuse, stalking, or voyeurism.

All misdemeanor convictions will be considered on a case-by-case basis.



Juvenile Probation Supervisor II

Department: Juvenile Probation
FLSA Designation: Exempt

Salary Grade: 15
Effective Date: 07.02.2024

General Statement of Duties

Assists in the management and daily operations of the Juvenile Probation Department and functions as a Probation Officer. Provides guidance, training, and direct supervision to supervisors and employees. Assists in monitoring program contracts and projects as necessary. Assumes responsibilities for all aspects of the Juvenile Probation Department and its operations in the absence of the Juvenile Probation Supervisor III.

Classification Summary

The principal function of an employee in this class is to assist the Supervisor III manage the department operations. Conducts one-on-one meetings with supervisors, provides training to new staff, provides guidance to supervisors with regards to case supervision, conducts file audits, and assists the public. The work is performed under the supervision of the Supervisor III but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment that includes exposure to potential personal danger.

Essential Duties and Responsibilities:

- Administers and supervises the operations of the Juvenile Probation Department to ensure compliance with the probation standards of the state of Idaho, federal rules, county laws, state statutes, codes, ordinances, and state rules;
- Recruits, hires, trains, supervises and evaluates employees;
- Assists in the development of the department budget;
- Recommends changes to department policies and procedures;
- Assists in setting department goals, priorities, and objectives;
- Assists in the development of programs and monitors provider contracts;
- Conducts one-on-one meetings with supervisors and holds monthly staff meetings;
- Conducts audits of offender files;
- Coordinates the department's inspections/audits;
- Assists probation officers with offender supervision when necessary;
- Conducts evaluations of staff;
- Attends court and evidentiary hearings and presents recommendations and/or testimony on violations and sentencing when necessary to assist probation officers;
- Documents and maintains records for employees under their supervision;
- Prepares monthly or other periodic statistical reports;
- Fills in for the Supervisor III in his/her absence;
- Liaisons with the court, commissioners, law enforcement, prosecutor, public defender, and the general public as needed;
- Performs all work duties and activities following county, department, and court policies, procedures, and safety practices.
- Participates in daily operations and performs duties of subordinates, as needed;
- Performs other related duties as required.

Knowledge, Skills, and Abilities

Knowledge of:

- Human and criminal behavior;
- Interviewing, counseling, and investigative techniques applicable to case monitoring;
- Idaho and county statutes, laws, codes, and regulations governing juvenile arrest, detention, and criminal court practices, terminology, and procedures;
- Departmental programs, policies, procedures, and operations as applied to the work performed;
- Various evaluation and treatment programs, social and service agencies, and other community resources available to defendants;
- File and information management methods and procedures;
- Operation of standard office equipment, including a personal computer;
- Employee hiring, supervisory, training, and evaluation methods, techniques, and objectives.

Ability to:

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with assigned defendants, service providers, supervisors, other county employees, defense and prosecuting attorneys, the public, and other county and state agencies;
- Respond to citizen requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Make sound and reasonable decisions following laws, codes, regulations, and established procedures;
- Operate standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Operate a motor vehicle;
- Operate specialized equipment such as electronic monitoring, alcohol detection, and personal defense devices;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain defendant and department confidentiality;
- Supervise, train, and evaluate employees;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Bachelor's Degree in criminal justice, behavioral or social sciences, or related field is required; Master's Degree in said field preferred;
- Five (5) years' experience in probation monitoring, social services, or court-related behavioral services including supervisory experience, is required;
- Equivalent combination of experience and training may be considered.

Special Qualifications

- Must successfully complete a background investigation through the National Crime Information Center (NCIC)
- Idaho driver's license;
- Idaho Post Certification;

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, a personal computer, and a motor vehicle;
- Sufficient personal mobility, agility, and physical strength and reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment.

Disclaimer:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.

Juvenile Probation Disqualifiers

Listed below are a number of behaviors which may disqualify an applicant from consideration for employment.

Involvement with Illegal Drugs

Automatic disqualification for use of marijuana/THC, regardless of its form, within the last one (1) year. This includes the use of cannabis, hashish, hash oil, and THC in both synthetic and natural forms.

Automatic disqualification for use of any other illegal drug in the past three (3) years.

Unlawful prescription drug use in the past three (3) years.

Any illegal intravenous drug use.

Manufacturing, selling, offering to sell, distribution or transporting for sale any illegal drugs within the past three (3) years.

All drug use and involvement will be considered on a case-by-case basis.

Driving Record

Automatic disqualification for misdemeanor DUI conviction in the past two (2) years or two (2) or more in the past five (5) years.

Driving history showing a continuing pattern of poor decision-making will be considered on a case-by-case basis.

Criminal Record

Automatic disqualification for a conviction of any felony crime unless under eighteen (18) and ten (10) or more years prior to application submittal.

Automatic disqualification for conviction of misdemeanor sex crime or crime of deceit within five (5) years of application submittal.

Any misdemeanor conviction for crimes involving domestic battery or violence, child abuse, stalking, or voyeurism.

All misdemeanor convictions will be considered on a case-by-case basis.



Juvenile Probation Supervisor III

Department: Juvenile Probation

FLSA Designation: Exempt

Salary Grade: 16

Effective Date: 07.02.2024

General Statement of Duties

Manages and administers the Juvenile Probation Department. Supervises staff and performs work related to the administration of and compliance with federal, state, and county acts, statutes, codes, rules, and ordinances relating to juvenile justice/juvenile probation; performs related work as required.

Classification Summary

The principal function of this employee is to oversee the Juvenile Probation Department and its services. Duties include personnel supervision, budgeting, and overall department administration. The position is supervised by the BOCC (Board of County Commissioners), with considerable latitude granted for the exercise of independent judgment and initiative with respect to matters of significance. Supervision is exercised directly over subordinate supervisors and indirectly over other employees. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities:

- Performs daily and long-range administration of juvenile probation;
- Supervises, hires, trains, evaluates, and disciplines up to and including termination, department employees;
- Develops and implements the department's policies, procedures, goals, and priorities;
- Develops, implements, and administers the annual budget;
- Ensures the department's compliance with state and county laws, statutes, codes, ordinances, standards, and guidelines;
- Monitors and evaluates the performance of the department's programs, including grant-funded programs;
- Maintains department's records, logs, database, performance, and activity reports, and documents, and prepares periodic reports;
- Administers grant application and program funding, including required reports and analysis;
- Coordinates department's activities with other county departments and agencies as well as state, regional, and community agencies, school districts, and advisory groups;
- Represents the department to the community, including community education and presentations, and is the department's spokesperson;
- Responds to complaints, inquiries, and requests for information from the public;
- Performs all work duties and activities following county policies, procedures, and safety practices;
- Facilitates communication between BOCC and courts;
- Seeks input from courts regarding program effectiveness.
- Requires flexible schedule and non-traditional work hours;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Methods, techniques, procedures, tools, and objectives of juvenile probation/parole;
- Employee supervisory, training, and evaluation methods and techniques;
- Municipal budget administration methods, techniques, and objectives;
- Idaho and county statutes, laws, codes, and regulations governing juvenile arrest, detention, probation/parole;
- Court practices and procedures;
- County and department programs, policies, procedures, and operations;
- Evaluation and treatment programs, social and service agencies, and other community resources available to the department;
- Community education and relations methods, techniques, and objectives;
- Operation of standard office equipment, including a personal computer.

Ability to:

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Administer county departments;
- Implement and administer annual budgets;
- Supervise, train, and evaluate employees;
- Implement state, county, and department policies, procedures, and practices;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with supervisors, subordinate employees, other county employees, service providers, attorneys, the public, and other county and state agencies;
- Respond to citizen requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Make sound and reasonable decisions following laws, codes, regulations, and established procedures;
- Operate standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain offender and department confidentiality;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Bachelor's degree in criminal justice, behavioral or social sciences, or a related field required;
- Master's degree is preferred; and
- Five (5) years of experience in probation monitoring, social service, or court-related behavioral services is required, with at least three (3) years in management and/or administration of a division/department;
- Equivalent combination of experience and training may be considered.

Special Qualifications

- Must successfully complete a background investigation through the National Crime Information Center (NCIC).
- Idaho POST Certification
- Idaho Driver's license

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer;
- Sufficient personal mobility, agility, and physical strength and reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment and perform field investigation and monitoring activities.

Disclaimer:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.

Juvenile Probation Disqualifiers

Listed below are a number of behaviors which may disqualify an applicant from consideration for employment.

Involvement with Illegal Drugs

Automatic disqualification for use of marijuana/THC, regardless of its form, within the last one (1) year. This includes the use of cannabis, hashish, hash oil, and THC in both synthetic and natural forms.

Automatic disqualification for use of any other illegal drug in the past three (3) years.

Unlawful prescription drug use in the past three (3) years.

Any illegal intravenous drug use.

Manufacturing, selling, offering to sell, distribution or transporting for sale any illegal drugs within the past three (3) years.

All drug use and involvement will be considered on a case-by-case basis.

Driving Record

Automatic disqualification for misdemeanor DUI conviction in the past two (2) years or two (2) or more in the past five (5) years.

Driving history showing a continuing pattern of poor decision-making will be considered on a case-by-case basis.

Criminal Record

Automatic disqualification for a conviction of any felony crime unless under eighteen (18) and ten (10) or more years prior to application submittal.

Automatic disqualification for conviction of misdemeanor sex crime or crime of deceit within five (5) years of application submittal.

Any misdemeanor conviction for crimes involving domestic battery or violence, child abuse, stalking, or voyeurism.

All misdemeanor convictions will be considered on a case-by-case basis.